**Meeting Note (07/06/2011)**

Participants

1. Alan Duncan
2. Kees Swaans
3. Kebebe Ergano

Venue: Alan’s Office

**Discussion Point: Innovation Platform M&E Strategy**

This is a follow up meeting regarding developing tools and overall M&E strategy for Innovation Platforms (IPs) of Nile Basin Development Challenge project. In previous meeting, Kebebe was given a task to develop indicators and tools for monitoring N2 innovation platforms. He developed a draft tool and shared with the team. Kees also shared additional tools from the PGI group which can be adapted for N2 innovation platforms.

It was agreed that multiple tools may be needed to capture different elements of the IP process. Multiple tools help to capture the processes and outcomes of the local innovation platforms at different stages (e.g. baseline, process, outcomes, etc.). In the discussion the group agreed to have an overall M&E strategy for the IPs. Therefore, it is imperative to develop an M&E strategy for N2 innovation platforms. The M&E strategy gives an overall framework to follow IP processes and document lessons.

The team agreed that the IP process to be structured at different levels: National platform that deals with overall innovation process at NBDC level, Woreda level platforms which deal with N2 level activities and community level outcomes and impacts. Based on this discussion, a few action points were identified.

**Action point** **1:** Kebebe is tasked to develop an M&E strategy and discussions will be made on the draft M&E strategy on 14 September, 2011. Monitoring involves establishment and functioning of platforms and changes in knowledge, attitudes and practices, stakeholder linkages and on-the-ground actions emerging from IP’s.

**Action point** **2:** Kees Swaans will develop monitoring tools for national level platform and its linkage with Woreda level platforms.

Community level outcomes and livelihood impacts will be captured using focus group discussions and key informant interviews with knowledgeable persons. This will be helpful for triangulation with platform level information.

Also the team discussed about the importance of conducting a rigorous but light innovation capacity diagnosis which serves as a baseline. This activity should be carried out in the three project sites as soon as possible.

**Action point** **3:** Kebebe was tasked to develop a draft checklist for innovation capacity diagnosis and share with the team for discussion on 14 September, 2011.